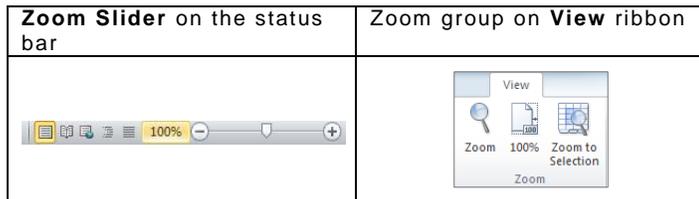


# Excel 2016,13 &10 30 Tips in 30 Minutes

## EXCEL 2010: 30 TIPS IN 30 MINUTES

### 5 Tips for Viewing Your Worksheet

1. Use the **Zoom** feature to make your spreadsheet easier to see. There are two ways to access **Zoom** in Excel 2010:



2. **Name Box.** The Name Box will display the cell reference (e.g. "A1" or "G47") of the current cell. To move to a specific cell, type the cell reference in the **Name Box** and press <Enter>.



3. <Ctrl + Home>. To return to the first cell on the worksheet (cell A1), hold down the <Ctrl> key and press <Home>
4. <Ctrl+> Toggles between viewing formulas in the cells and the results. **Note: The accent key (') is found left of the "1" in the upper left region of a standard keyboard.**

Value Displayed	Formula Displayed	When formulas are displayed, print your worksheet and the formulas will be printed.
\$589.93	=ROUND((F20/12)*432*12.125%,2)	

5. **Freeze Panes.** Allows you to see Column and Row headings as you scroll through the document.

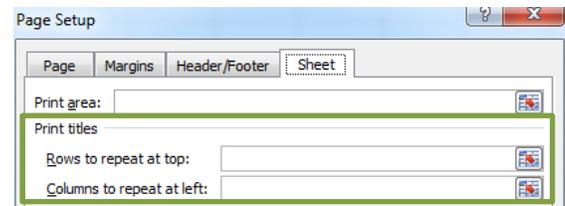
To set **Freeze Panes**, select the cell below the rows you want to keep on the screen and to the right of any columns you want to keep on the screen. From the **View** ribbon, **Windows** group, select **Freeze Panes**.

Yearly Budgets	January	February	March	April	May	June
Deductible Interest	4000	4000	4000	4000	4000	4000
Non-Deductible Interest	200	200	200	200	200	200
Equipment Rental	10000	10000	10000	10000	10000	10000
Travel - Accommodations	5000	4000	200	1700	1000	1000
Travel - Transportation	20000	20000	20000	20000	20000	20000
Travel - Meals	2500	2500	2500	2500	2500	2500
Travel - Miscellaneous	1250	1250	1250	1250	1250	1250
Seminars Fees	1000	1000	1000	1000	1000	1000
Professional Dues	125	125	125	125	125	125
Entertainment	10000	10100	10000	10000	10000	10000
Telephone Services	500	500	500	500	500	500
Conference Call Services	250	250	250	250	250	250
Video Conference Services	250	250	250	250	250	250
Supplies	750	750	750	750	750	750
Postage	100	100	100	100	100	100
Photocopy Services	375	375	375	375	375	375
Professional Services	100	100	100	100	100	100
Salaries	17500	17500	17500	17500	17500	17500
Health Insurance	1750	1750	1750	1750	1750	1750
Dental Insurance	750	750	750	750	750	750

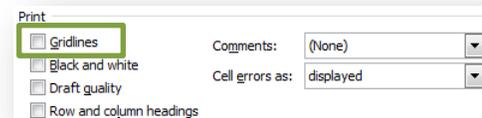
### 6 Tips for Printing Your Worksheet

6. **Columns\Rows to Repeat.** Allows you to print Column and Row headings on every page.

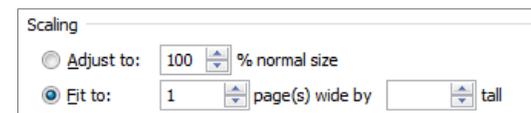
To set Columns and or Rows to repeat when printing, go to the **Page Layout** ribbon and select **Print Titles**. On the **Page Setup** dialog box, click **Sheet**, **Print titles**. Choose either or both **Rows to repeat at top** or **Columns to repeat at left**. You can type in the ranges, or click the **Collapse Dialog** button to select rows or columns.



7. **Print Gridlines.** To print your worksheet with single line borders around each cell, On the **Page Layout** tab, select **Print Titles**. In the **Page Setup** dialog box, select the **Sheet** tab, check the box for **Gridlines**.



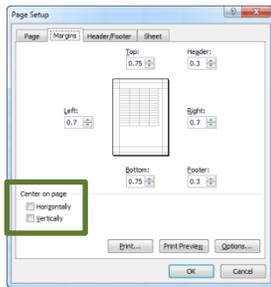
8. **Fit to.** If you want your worksheet to print across one page, regardless of how many pages down, use the **Fit To** option. On the **Page Layout** ribbon, select **Print Titles**. You'll find **Fit To** on the **Page** tab in the **Scaling** section. Put a '1' in the **Page(s) wide** field and leave the tall field blank. (If a "1" appears there, delete it.)



9. **Print Area.** Use this when you want to print part, but not all, of your worksheet. To define a Print Area, complete the following steps:

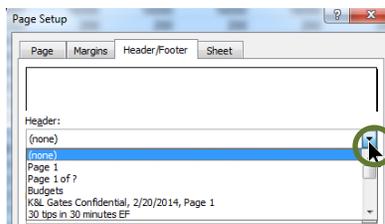
- a. Highlight the part of the worksheet you want to print.
- b. From the **Page Layout** ribbon, click **Print Area** and select **Set Print Area**.
- c. To remove or reset a print area: From the **Page Layout** ribbon, click **Print Area** and select **Clear Print Area**.

10. **Center Horizontally/Vertically.** When a printed worksheet doesn't fill the entire page, you can improve its appearance by centering it. On the **Page Layout** tab, click **Print Titles, Margins and** choose either **Horizontally, Vertically** or both.



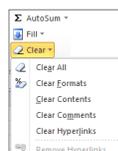
11. **Footer/Header content.** It is easy to add standard items to the footer or header of an Excel spreadsheet.

From the **Page Layout** ribbon, select the **Page Setup** dialog launcher. On the **Page Setup** dialog box, click the **Header/Footer** tab and click the pull-down lists for the Header and Footer choices. Choices on this list include page numbering, date codes, sheet name, and filename.

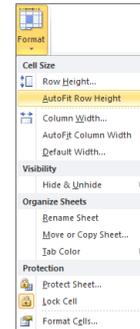


### 3 Tips for Formatting Cells

12. **Format Painter.** As in Word, you can use the **Format Painter** to copy formatting.
- Click once on the cell with the formatting you want to copy to select that cell.
  - On the Home ribbon, click once on the Format Painter button (🖌️)
  - Click on the cell to format, or hold down the mouse button to select a range of cells to format.
- If you only clicked once on the button, this feature is turned off after one use. If you double-click, the Format Painter remains active, and you can continue to copy formatting to cells in different parts of the workbook. The Format Painter remains active until you click the button again to turn it off, or press escape.*
13. **Clear Formatting.** To remove all formatting from a cell or range of cells and set them back to Excel's default formatting, select (highlight) the cell(s). From the Home ribbon in the **Editing Group**, select **Clear** and then **Clear Formats**.



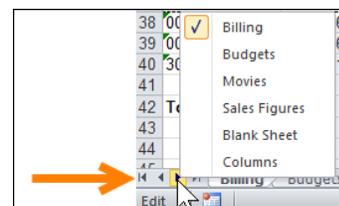
14. **Auto Row Height.** Often the rows will adjust the height automatically to accommodate the cell contents. If a row has been resized, however, it stops doing this. To restore that setting, highlight the row(s). From the Home tab, in the Cells Group, click **Format** under **Cell Size**. Click **Autofit, Column Width**.



To quickly autofit all columns in a worksheet, click the **Select All** button and choose the boundaries.

### 8 Tips for Editing Cells

15. **Undo a Previous Action.** Use **<Ctrl+Z>** or the **Undo** button to cancel the last action taken.
16. **Cancel Changes in a Cell.** If you start to edit a cell and change your mind, press **<Esc>** to exit the cell and revert to the original contents. (Note: If you have already pressed **<Enter>** or otherwise exited the cell, the **<Esc>** key will not work. Instead, use the **Undo** feature.)
17. **Edit the Selected Cell.** To edit the contents of a cell, rather than replace them, select the cell and press **<F2>**. Your cursor is placed at the end of the cell contents, and you can begin editing. The left and right cursor keys (**<** and **>**) will move you around within the cell contents.
18. **Move within the Cell while Typing.** If you are typing in a cell and want to move your cursor within the text, press **<F2>** and then use the cursor keys (**<** and **>**) to move. If you press the cursor key (**<**) without pressing **<F2>** first, you will exit the cell in which you are typing and move one cell to the left.
19. **Use a Hard Return in a Cell.** When typing text in a cell, use **<Alt+Enter>** to force the text to move to a new line. (Note: Usually the cell will resize to accommodate this. If it doesn't, set the row height to **AutoFit**.)
20. **Select Sheets.** The quickest way to select an individual sheet. When you have many sheets in a workbook, right-click the *navigation* buttons in the bottom left corner. Click the name of the sheet you wish to see.

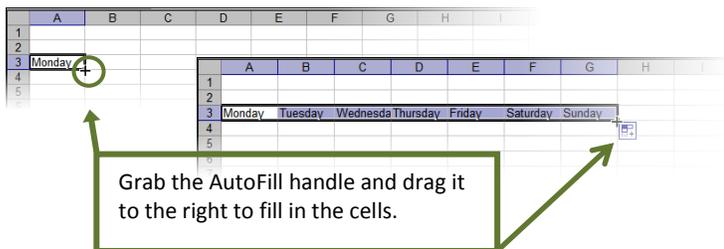


21. **Paste Values Instead of Formulas.** Sometimes you may want to copy the results of a formula (rather than the formula itself). Complete the following steps:
- Highlight the cell(s) containing the results you want to copy.
  - Copy** as you normally would.
  - Select the cell where you want to paste the results.
  - From the **Home** ribbon, click the lower half of the **Paste** button and choose one of the **Paste Value** options (Values only, Values & Number Formatting, Values & Source Formatting).

**Note:** You can also right-click and choose one of the Paste options from the right-click menu.

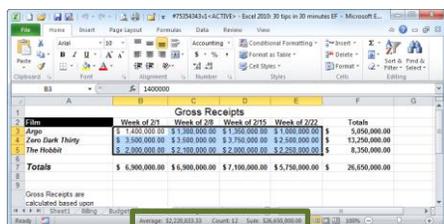


22. **Use AutoFill.** When setting up a row or column of Months, Days, etc. Save time by typing in the first entry, then dragging the AutoFill handle in the direction you want filled in:



#### 4 Tips for Entering Calculations

23. **Status Bar Sum.** To quickly see the total for a range of cells containing numbers, select the range and then look at the lower right side of the status bar. By default, it will display the sum of all the selected cells as well as Count and Average. It can be a quick way to get information, or a way to cross-check that your formulas are working:



24. **AutoSum.** To quickly total a column of numbers, select the cell directly below the last number.

Click the **AutoSum** button on the Home ribbon, and it will show you what numbers it is going to total.

To accept this selection, press **<Enter>**. The formula will be created, and the results displayed. If the numbers above were formatted (e.g. with \$ and decimals, as in the example to the right), the cell containing the formula will be formatted automatically to match. (shortcut key: **<Alt> + <=>**)

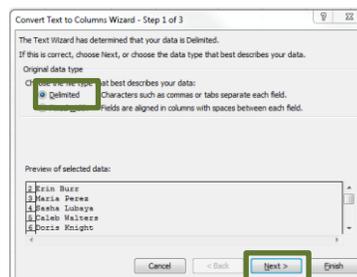
C	
January	
\$	10,150.75
\$	0.23
\$	17.00
\$	407.88
\$	477.91
\$	853.22
\$	1,009.21
\$	4,000.00
\$	57,250.00
=SUM(C2:C10)	
\$	74,166.20

25. **Text to Columns.** Sometimes the opposite is true, and you have a column of text that is combined, which you would like to split into separate columns.

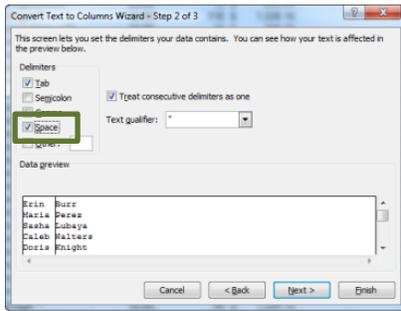
For example, a column listing individuals in one cell with first name[space]last name, could become two columns:

	A	B	C	D
1	Region	Title	Name	
2	West	Sales Representative	Erin Burr	
3	East	Sales Representative	Maria Perez	
4	North	Sales Representative	Sasha Lubaya	
5	South	Sales Representative	Caleb Walters	
6	Northeast	Sales Representative	Doris Knight	
7	Southwest	Sales Representative	John Smithson	
8	Central	Sales Representative	Judy Bridge	
9				
10				
11				

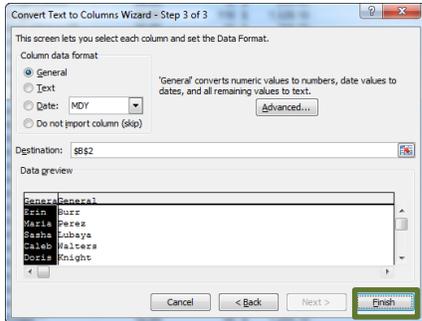
- Select the column or cells containing the text as shown above.
- From the **Data** ribbon, select **Text to Columns**. The **Convert Text to Columns Wizard** appears:
- On the first window, select **Delimited**, and click **Next**.



- On the next window, you need to tell Excel what criteria it should use to split the text into columns. In this example, a space is a reason to start a new column. Select the appropriate option and click **Next**.



- e. The third window of the wizard is for advanced formatting options, and is not needed when dealing with straightforward text. Click Finish on this window.



- f. Confirm you wish to replace the contents of the destination cells, by selecting >OK. Your text has been split into multiple columns, replacing the single column you started with.

**Warning:**

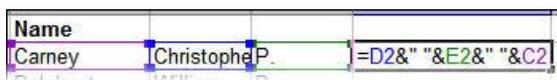
Splitting text to columns will overwrite the initial column and any data in columns used to the right. Check to make sure you have the needed space before splitting text to columns, or add a column.

26. **Using Formulas to combine text.** Just as Excel can add one number to another and get a total, it can also add one piece of text to another and display the result. The most common operator used to accomplish this is the ampersand (&). You can use it to join text from cells and text typed inside of quotes

Example:

If you have a person's last, first, and middle names in 3 cells, you could write a formula that would take the first name, follow it with a space, take the middle name, follow it with a space, and then add the last name.

The formula would look like this.



The formula displays the name like this.

Note that anything that is inside of quotes is added precisely as it is typed. In this case, there are blank spaces inside the quotes.

**4 Tips for Working with Multiple Worksheets**

27. **Drag a Worksheet to Copy It.** To quickly copy a worksheet with all its data and formatting, click on the worksheet tab. Hold down the <Ctrl> key and drag the worksheet to the desired location (if you don't, you will move the tab instead). When you release the mouse button, a copy of the worksheet will appear at that location



Click on the sheet and drag it. The ▼ indicates where it will be located. The + indicates it will be copied, (not moved) to the new location.

The new sheet will have the same name as the original, followed by (2).



28. **Rename a Sheet.**
- a. Double-click on the tab where you see the sheet name. The name will be highlighted. Type in the new name and press <Enter>. Note: You can also change the color of each of your tabs by Right-clicking the tab.
29. **Set Print Options for Multiple Sheets.** Select the sheets by clicking on the tabs while holding down your <Ctrl> key. The tabs of select sheets will appear white.



Set print options as normal, by going to the **Page Layout** tab and selecting options in the **Page Setup** group. Any options that are grayed out on the ribbon (such as **Print Area**) cannot be set for multiple sheets. You must select these options individually for each worksheet.

30. **Edit the same Cell on Multiple Sheets.** As with setting print options above, select the desired sheets by clicking on the tabs while holding down your <Ctrl> key. The tabs of select sheets will appear white.



Click to select the cell. You can enter information, create a formula, or format the cell, and it will appear the same on each of the selected sheets.

**Warning:**

Make sure you ungroup your sheets once you have completed the task. This is easily done by right-clicking on a tab not within the group; the grouping will be removed OR you may right-click on a tab within the group and choose Ungroup.